

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-7046



January 4, 1979

ALL-COUNTY LETTER NO. 79-1

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: WELFARE SPACE COST APPROVALS

REFERENCE:

This is to provide information in addition to the welfare space approval information contained in All-County Letter 77-56 concerning State Department of Social Services (DSS) requirements for space approval and claiming.

1. Method for Computing Percent of Occupancy for County Welfare Departments (CWD)

Where buildings are shared with other county departments and/or agencies, the method of computing percent occupancy for the CWD is reflected in the sample below:

Total rental costs	\$4,700.00 per month
Total leased square footage of building	10,000 square feet
Less common usage area*	1,000 square feet
Directly occupied space	9,000 square feet
Space occupied by CWD	6,000 square feet
Space occupied by other county agency	3,000 square feet
CWD's percentage of occupancy (6,000 / 9,000)	66.67%
CWD's share of rental costs (66.67% x \$4,700.00)	\$3,133.49 per month

*NOTE: Common usage area is the area that is not directly assigned, occupied, or used 100 percent by a single department.

When the percentage of occupancy has been computed, this rate is to be applied to the actual costs of maintenance and utilities to determine the portion to be claimed by the county welfare department. The rate may also be applied to the actual cost of alterations, only if the alteration benefits both occupants. If the alteration only benefits one occupant, the total cost of the alteration is billed to the benefiting department/agency.

An exception to the above method of determining the occupancy percentage, for utilities and maintenance only, would be if the CWD occupies space in a hospital or another 24-hour facility. Such exceptions to the aforementioned procedures must also have separate approval by DSS prior to claiming.

2. When to Notify DSS of Space Occupancy Changes

Effective January 1, 1979, counties will be required to report any changes in square footage occupied in leased space and parking lots that were previously approved by DSS, when space is shared among other county and/or nonwelfare agencies. Such changes may be submitted by a "letter of declaration." Include in the letter, the new square footage directly occupied by the welfare department and the space directly occupied by another agency or agencies in relation to the total square footage of the building. Also include in the letter the number of employees that will be occupying the space involved.

As a result of the change in the space ratio, revised rental payments made during the month are effective the first day of the next month and are to be claimed accordingly on the administrative expense claim.

All supporting data for space occupancy ratios and/or changes will be subject to future Federal and State field audit review and verification.

Should you have any questions concerning this letter, please contact the County Fiscal Administration Bureau at (916)445-7046.

Sincerely,


R. E. REICH
Deputy Director

cc: CWDA